

**Milford Council on Aging Board Meeting Minutes**  
**January 12, 2009**

**Members Present** Karen Craig, Cynthia DeLuca, Dick Dowin, Lillian Holmes, Mike Petrucelli, Shirley Serrano, Phil Caporusso, and Joyce Elwell. Also present were Aldermanic Liaisons, Phil Vetro and Judith Toohey.

**Absent:** Teri Amann

Also in Attendance were Janice Jackson and other staff members of the Milford Senior Center as well as Center members Andy Charland and Harriet Clyne.

The meeting was called to order at 5:30 p.m. Chairman Lillian Holmes entertained a motion for adoption of the Minutes of the last meeting with one correction to change a word in line five of the first paragraph on page one from accounted to accountant. Phil Caporusso so moved and Mike Petrucelli seconded the motion.

Lillian Holmes called for a motion for Election of Officers and Shirley Serrano moved for election of the 2009 slate of officers. The current officers Chairman, Lillian Holmes, Vice Chairman, Cynthia DeLuca, Secretary, Joyce Elwell, and Treasurer, Michael Petrucelli were proposed for re-election. Janice Jackson so moved and the motion was seconded and adopted unanimously.

Lillian Holmes expressed her gratitude to the officers and staff for the very successful operation of the Center over the past year.

Lillian Holmes noted that she represented the Board at the wake of Robert Serrano, the husband of board member, Shirley Serrano and expressed her condolences to Shirley on behalf of the Board.

Janice introduced the new HR Manager, Sharon Szturma and stated that she is working out well.

**Correspondence:**

Janice Jackson shared a letter from Governor Rell regarding the fuel assistance program for the elderly. She also shared a letter from Lesley Mills from Griswold Special Care whose mother is in the Ahrens Program thanking Rita Whiskeyman and other staff members for their kindness to her mother.

**Treasurers Report:** Treasurer, Mike Petrucelli gave his report. He noted that not all of the flu shot monies have come in yet resulting in a negative cash flow. Phil Caporusso noted that the figures indicated that the Center is \$16,000.00 over budget. The bookkeeping staff noted that there were two five week payroll periods during the last reporting period, thereby affecting the figures. They noted however, that due to decreased expenditures in payroll, and unexpected revenue from liability insurance, costs were \$9,000.00 less than expected. Phil Caporusso reiterated that although flu shots were paid for the payment had not yet come in. The Chairman then requested a motion for referral of the Treasurer's Report to the Finance Committee. Karen Craig so moved, the motion was seconded and passed unanimously.

**Committee Meetings:**

**Personnel Committee:** Cynthia DeLuca, Chairman of the Personnel Committee noted there had been a meeting to review the Personnel Policies and Procedures Manual. She explained that the Committee had discussed the issue of lost time for requested days should such requested days fall when the Center is closed unexpectedly, such as on snow days. She explained that the committee discussed whether such days could be reclaimed and how the policy would affect both salaried and hourly employees. There was brief discussion on the issue of whether a requested day off scheduled for days when the Center was unexpectedly closed could be re-requested and the consensus was that the policy should not allow that practice. Lillian Holmes discussed the adoption of the manual and asked the Board to adopt the additional policy discussed in the manual.

**Finance Committee:**

Shirley Serrano, Chairman of the Finance Committee noted that there had been no meeting.

**Executive Directors Report:**

Executive Director Janice Jackson noted the resignation of Travel Coordinator, Irene Olsen, and noted the position has been posted in the building. Janice stated that she spoke to Program Director, Mary Steinmetz regarding the hours needed for another Travel Coordinator. Mary stated that paying a new person 8 hours a week and using volunteers is sufficient for the position. Mary further explained that she would like to offer various classes such as a painting class, another osteoporosis class, a Pilates exercise class and use the 11 hours left from the Travel Coordinator position to pay the instructors.

Janice reported that the Laydon Construction Company had commenced work on January 5, 2009 regarding the drainage problem on High Street. Certain utilization of the Senior Center parking lot by the contractors has been met with many complaints from members and the matter is being reviewed. The project is expected to take several months before it is completed.

The 2009 Board Meeting schedule was distributed and noted.

Janice noted that the equipment for the new server has been ordered from the Business Network Group. Lillian Holmes inquired regarding ownership of the domain name. Janice noted that Jeff Grande of the Business Network Group is working on a new name. Janice mentioned that the Center is changing the website address to include ct for Connecticut to avoid confusion with other Milford Senior Centers in the country. The new Website address will be [www.milfordctseniorcenter.com](http://www.milfordctseniorcenter.com).

Janice noted that the Transportation Department did a great job covering drivers who were ill or on vacation after Christmas. Mike Petrucelli noted, in accordance with the statistics provided by the Department, that there had been an increase of over 1,000 transports. The Transportation Supervisor, Anne-Marie Ventimiglia commented on the many group trips to various events in town, including parties, presentations and social events. Cynthia Deluca asked that there be more clarification in the records as to who was being transported and to what destination.

Center member, Andy Charland expressed his appreciation to Janice Jackson for allowing him to post flyers for a trip to Nashville, Tennessee for the Project Moses fundraiser.

Lillian Holmes inquired as to the status of the new media specialist. Janice and other staff members commented that Eleanore Myers Turkington is doing a great job. Janice noted that there has been a smooth transition since Sunny Boncek retired and Eleanore took over as the Center's Publicity Specialist.

Lillian Holmes thanked the staff for their United Way contributions. Janice Jackson noted that the Center's Meals-on-Wheels employees held a bake sale at Milford Hospital and donated the profits of \$519.00 from the sale to the United Way as well. Lillian also asked for any other questions and there were none.

A Board of Directors Resolution pertaining to the Defined Contribution Prototype Mutual of America Pension Plan was explained to the Board by Janice Jackson and then reviewed and signed by Board Secretary, Joyce Elwell.

Lillian Holmes called for any further business to come before the Board and having heard none called for a Motion to adjourn which was seconded and adopted unanimously.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Joyce Elwell  
Secretary, Milford Council on Aging  
Board of Directors